Role Description

Job Title: Fundraising event volunteer	**Location:** At the Hospice and off-site depending on event	**Hours:** Various dates throughout the year	**Team:** Fundraising

Reporting to:	Events Fundraiser
Accountable to:	Relationship Fundraising Manager
Key working relationships:	Community Relationship Fundraiser, St Clare Hospice fundraising staff and volunteers, St Clare Hospice supporters and the general public.

About St Clare Hospice:
St Clare Hospice is a charity providing specialist palliative care for people living with terminal or life-limiting illnesses across West Essex and the east Hertfordshire border. We care for patients and their families, providing physical, emotional, social, psychological and spiritual support, and ensuring they have timely access to skilled, compassionate and sensitive care in a place of their choice.
Our services are free of charge to those who need our care but cost over £8.1million a year to run. With limited NHS funding, we need to fundraise the majority of this each year through donations and other voluntary sources.

Summary of Role:
We are looking for a friendly and enthusiastic volunteer to help raise money and awareness of St Clare Hospice by supporting our flagship fundraising events. You will help ensure every fundraising event runs smoothly and is an enjoyable experience for visitors/participants. You can volunteer by yourself, or with friends, family or colleagues.

Key Tasks:
Help as required on the day of the event. What you will be asked to do will vary depending on the event, but it may involve:

- Event logistics (i.e. setting up or closing the event)
- Manning the registration desk
- Marshalling (ie car parking, participants/visitors)
- Selling/serving refreshments
- Running a raffle (i.e. selling tickets, drawing prizes etc.)
- Selling merchandise
- Being a first point of contact at the information desk

Key events when we need volunteer support:

- St Clare 10K (April)
- Colour Run (June)
- Night Walk (September)
- St Clare Christmas Quiz (December)
- St Clare Golf Day (May)
- St Clare Summer Fayre (July)
- Light Up a Life (December)
- Santa's Grotto (various dates in November & December)

The skills/experience/personal qualities you will need:

- Friendly and welcoming – you'll enjoy meeting new people and helping everyone feel part of the event

- Enthusiastic and positive – you'll bring plenty of energy and help create a fun, encouraging atmosphere
- A team player – you'll work alongside other volunteers and staff to help the event run smoothly
- Reliable and dependable – we'll be counting on you to arrive when agreed and be ready to get stuck in
- Happy to lend a hand – event volunteering can involve a variety of tasks, from welcoming and registration to marshalling, cheering and helping behind the scenes
- A good communicator – you'll be comfortable giving simple directions, answering questions and speaking to members of the public
- Flexible and adaptable – events can be busy, so being willing to turn your hand to different tasks is a real bonus
- Community-minded – you'll share our enthusiasm for bringing people together and supporting St Clare Hospice
- Must be aged 16+ and have photo ID

The time you will be asked to give:

The number of events you choose to support, and the hours you give, will be negotiated between you (the volunteer) and the Events Fundraiser.

How to apply:

- Complete our short online application form here: https://stclarehospice.org.uk/join-our-team/volunteer-with-us/volunteervacancies/ or contact the Volunteer Development Administrator by phone: 01279 773704 or email: volunteer@stclarehospice.org.uk